URFinancials Project
Demo Days

April 17, 2013
The material in this presentation is a first look at some of the design concepts of the UR Financials project. It is preliminary in nature and there is a high probability that the design WILL CHANGE over the course of the project. My objective with this presentation is to show you all what Workday CAN do but not what it WILL do.
For those joining the Webex:

1) Please access the chat feature at the top of your screen.
2) Please chat directly with Darren Picciano (He will then pose the questions on your behalf)
3) Select Darren in the drop down menu in the chat window (do not select “everyone”)
Agenda

- Show how work flows are electronically routed for approval in Workday
  - Demo Example: Submit an invoice for approval
- Show the advantages of this process
  - Efficiency - Reduces mailing paper invoices through intermural mail
  - Auditability - A process flow and audit trail can be viewed at any time during and after the process
Accounts Payable Overview

- Scenario: A departmental person is paying for a conference event where lunch was provided for 250 people
  - Currently, this is done primarily by using a Request for Payment (RFP) form
- How can this be done in Workday (WD)?
  - WD has the ability to electronically send and receive invoice payment requests through the use of preconfigured business processes
  - These Business Processes route invoices for approval more **efficiently** and create a **detailed Audit Trail**
Simplified Business Process (BP)

Demo Example: Simplified BP Configured in WD

Matthew Fong
Department Initiator

Kevin Smith
Cost Center Manager

Linda Lemay
Controller

Create Invoice
• (1) Creates an Invoice for Payment with Spend Category Error
• (3) Corrects Invoice and resends Invoice for Approval

Approve Invoice
• (2) Sends Invoice Back to Matt for Correction
• (4) Approves Corrected Invoice

Approve Invoice
(5) Approves Corrected Invoice

Error
Navigation in WD

- User Navigation: Type “Cre Sup Inv” in the search box
  - There are multiple ways to navigate through WD
  - WD allows for the partial entry of words when searching
- Select “Create Supplier Invoice” task
Simplified Business Process (BP)

Demo Example: Simplified BP Configured in WD

1. Creates an Invoice for Payment with Spend Category Error
2. Sends Invoice Back to Matt for Correction
3. Corrects Invoice and resends Invoice for Approval
4. Approves Corrected Invoice
5. Approves Corrected Invoice

Matthew Fong
Department Initiator

Kevin Smith
Cost Center Manager

Linda Lemay
Controller

Error

UR Financials - Demo Days 4/17/13
Step 1: Create Supplier Invoice

- Matthew Fong - Department Initiator creates invoice

Create Supplier Invoice:

- Optional field used to double check invoice line total
- Attach Invoices

Invoice Information:
- Division
- Invoice Date: 04/09/2013
- Total Invoice Amount: 0.00
- Freight Amount: 0.00
- Other Charges: 0.00

Terms and Taxes:
- Payment Terms
- Discount Date
- Due Date
- Due Date Override
- Default Payment Type
- Default Tax Code
- Tax Amount: 0.00

Invoice Lines:
- Company
- Item
- Item Description
- Spend Category
- Tax
Matthew Fong Views BP After Submission

You have submitted:
Supplier Invoice: Aramark on 04/10/2013 for $5,000.00

Next Steps
Approval by Cost Center Manager (All)
Kevin Smith - Due 04/12/2013

Do Another
- Create Supplier Invoice
- Create Supplier Invoice Adjustment
Related Links
Business Policy Document

Details and Process
For Supplier Invoice: 007012
Overall Process Supplier Invoice: Aramark on 04/10/2013 for $5,000.00
Overall Status In Progress
Due Date 04/17/2013

Details
Process

Process History
- 2 items

<table>
<thead>
<tr>
<th>Process</th>
<th>Step</th>
<th>Status</th>
<th>Completed On</th>
<th>Due Date</th>
<th>Person</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Invoice</td>
<td>Supplier Invoice Event</td>
<td>Step Completed</td>
<td>04/10/2013 03:22:06 PM</td>
<td>04/17/2013</td>
<td>Matthew Fong</td>
<td></td>
</tr>
<tr>
<td>Supplier Invoice</td>
<td>Approval by Cost Center</td>
<td>Awaiting Action</td>
<td></td>
<td>04/12/2013</td>
<td>Kevin Smith (Cost Center Manager)</td>
<td></td>
</tr>
</tbody>
</table>

Remaining Process

<table>
<thead>
<tr>
<th>Process</th>
<th>Step</th>
<th>Group</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Invoice</td>
<td>Approval by Controller</td>
<td>Controller</td>
<td>Linda Lemay</td>
</tr>
</tbody>
</table>

UR Financials - Demo Days 4/17/13
Simplified Business Process (BP)

Demo Example: Simplified BP Configured in WD

1. Creates an Invoice for Payment with Spend Category Error
2. Sends Invoice Back to Matt for Correction
3. Corrects Invoice and resends Invoice for Approval
4. Approves Corrected Invoice
5. Approves Corrected Invoice

Matthew Fong
Department Initiator

Kevin Smith
Cost Center Manager

Linda Lemay
Controller

Create Invoice

Approve Invoice

Approve Invoice

UR Financials - Demo Days 4/17/13
Step 2: Kevin Smith’s Workfeed

• Kevin Smith receives a notification to approve the invoice in his WD Workfeed
• Kevin can see additional details by selecting the “More” link or he can Approve/Deny/Send Back right from this Workfeed

In our example, we will be sending the invoice back to Matthew Fong for Correction

Spend Category appears suspicious
Kevin Smith views BP after sending back "Supplier Invoice: Aramark on 04/10/2013 for $5,000.00" after Matthew Fong sent it back on 04/17/2013.

Process History:
- Supplier Invoice Event: Step Completed on 04/10/2013 04:08:37 PM
- Approval by Cost Center Manager (All): Sent Back on 04/10/2013 04:08:37 PM
- Supplier Invoice Event: Awaiting Action on 04/17/2013

Remaining Process:
- Supplier Invoice Event: Approval by Cost Center Manager (All)
- Supplier Invoice Event: Approval by Controller
Simplified Business Process (BP)

Demo Example: Simplified BP Configured in WD

- Matthew Fong Department Initiator
- Kevin Smith Cost Center Manager
- Linda Lemay Controller

Create Invoice
- (1) Creates an Invoice for Payment with Spend Category Error
- (3) Corrects Invoice and resends Invoice for Approval

Approve Invoice
- (2) Sends Invoice Back to Matt for Correction
- (4) Approves Corrected Invoice

Approve Invoice
- (5) Approves Corrected Invoice

Error
Step 3: Matthew Fong’s Revision

Matthew Fong corrects Spend Category as noted by the Cost Center Manager, Kevin Smith
Matthew Fong Views BP after Correction

You have submitted:

**Supplier Invoice: Aramark on 04/10/2013 for $5,000.00**

**Approval by Cost Center Manager (All)**
**Kevin Smith** - Due 04/12/2013

---

### Details and Process

- **For:** Supplier Invoice: 007012
- **Overall Process:** Supplier Invoice: Aramark on 04/10/2013 for $5,000.00
- **Overall Status:** In Progress
- **Due Date:** 04/17/2013

---

### Process History

<table>
<thead>
<tr>
<th>Process</th>
<th>Step</th>
<th>Status</th>
<th>Completed On</th>
<th>Due Date</th>
<th>Person</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Invoice Event</td>
<td>Supplier Invoice Event</td>
<td>Step Completed</td>
<td>04/10/2013 04:08:37 PM</td>
<td>04/17/2013</td>
<td>Matthew Fong</td>
<td></td>
</tr>
<tr>
<td>Supplier Invoice Event</td>
<td>Approval by Cost Center Manager (All)</td>
<td>Sent Back</td>
<td>04/10/2013 04:08:37 PM</td>
<td>04/12/2013</td>
<td>Kevin Smith (Cost Center Manager)</td>
<td>Kevin Smith: Please correct the spend category.</td>
</tr>
<tr>
<td>Supplier Invoice Event</td>
<td>Supplier Invoice Event</td>
<td>Submitted</td>
<td>04/10/2013 04:57:06 PM</td>
<td>04/17/2013</td>
<td>Matthew Fong</td>
<td></td>
</tr>
<tr>
<td>Supplier Invoice Event</td>
<td>Approval by Cost Center Manager (All)</td>
<td>Awaiting Action</td>
<td>04/12/2013</td>
<td>Kevin Smith (Cost Center Manager)</td>
<td>Matthew Fong: Sorry, my mistake.</td>
<td></td>
</tr>
</tbody>
</table>

---

### Remaining Process

<table>
<thead>
<tr>
<th>Process</th>
<th>Step</th>
<th>Group</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Invoice Event</td>
<td>Approval by Controller</td>
<td>Controller</td>
<td>Linda Lernay</td>
</tr>
</tbody>
</table>
Simplified Business Process (BP)

Demo Example: Simplified BP Configured in WD

- (1) Creates an Invoice for Payment with Spend Category Error
- (2) Sends Invoice Back to Matt for Correction
- (3) Corrects Invoice and resends Invoice for Approval
- (4) Approves Corrected Invoice
- (5) Approves Corrected Invoice

Matthew Fong
Department Initiator

Kevin Smith
Cost Center Manager

Linda Lemay
Controller

UR Financials - Demo Days 4/17/13
Step 4: Kevin Smith’s Workfeed

- Kevin Smith receives an Action item to approve the invoice in his WD Workfeed.
- He can see that Spend Category is corrected right from his Workfeed.
Simplified Business Process (BP)

Demo Example: Simplified BP Configured in WD

- (1) Creates an Invoice for Payment with Spend Category Error
- (3) Corrects Invoice and resends Invoice for Approval

- (2) Sends Invoice Back to Matt for Correction
- (4) Approves Corrected Invoice

Matthew Fong
Department Initiator

Kevin Smith
Cost Center Manager

Linda Lemay
Controller

(5) Approves Corrected Invoice

UR Financials - Demo Days 4/17/13
Step 5: Linda Lemay’s Workfeed

- Linda Lemay receives an Action item to approve the invoice in her WD Workfeed
- She approves the invoice
The business process can be viewed again after final approval is complete.
Detailed Invoice Audit Trail

To view a more detailed Audit Trail, the WD user must select the Related Action for the Invoice
This is a very detailed Audit Trail that reports the modification of data as well as system related events such as ID number creations.

Workday records the details of every user-made change, including: the user, the new value, the old value, and a time stamp.
1. Detailed Invoice Audit Trail Spreadsheet

2. Live Demo
Linda Lemay is wondering why she has not received many requests for approval lately. She believes that all activity greater than $1,000.00 should be routed to her for approval. Upon further investigation she realizes that there have been expenses over $1,000.00 that have not been routed to her.

She is concerned that there may be a problem with WD and calls the WD Administrator.
The WD Administrator pulls up a Business Process Audit Trail, similar to the one we described earlier. The Administrator then informs Linda that effective 4/12/13, the threshold was changed to $5,000.00.

Linda recalls the change after being provided with the additional details.
Demo Recap - Main Takeaways

- BPs in WD increase the efficiency of administrative work
  - WD’s electronic approval process eliminates the current need for paper forms through intermural mail

- Virtually every action users make in WD is auditable and recorded
  - When it was done
  - What was done
  - Who did it
UR Financials Website

Demo Days Agenda – April 17th, 1:30 PM to 2:30 PM

Posted on April 12, 2013

Alumni and Advancement Center, East River Rd, Seminar Room (#101) – The UR Financials project team will demonstrate basic Workday functionality. The following topics will be highlighted in the demonstration:

- Invoice Creation
- Efficient Electronic Processing
- Process Audit Trail

- News and Announcements
- Glossary of Terms
- Calendar of Events
- FAQs

- Project Team
- Resources – Links to Presentations
- Contact Us – Email to Project Team

http://www.rochester.edu/adminfinance/urfinancials
Questions and Answers
Next Steps

- We will be emailing a link to a survey about this Demo; please share your feedback and thoughts with us

- Presentation slides will be posted on the UR Financials website for your reference

- Our next Demo Day will be on 5/14 (a Tuesday!)